



## Location Cost Comparison Estimated

**Name of Event:**

**Start Date:**

**End Date:**

City & State of Event	Location 1 (-----)	Location 2 (-----)	Location 3 (-----)
Per Diem Rates	Lodging: -----	Lodging: -----	Lodging: -----
	M & IE: -----	M & IE: -----	M & IE: -----
Location of event			
Type of Facility (USDA, Federal, University or Commercial)			
1) Airfare			
2) Total Miscellaneous Expenses: (Car rental, mileage, Shuttle, Taxi, Parking, Tolls, Baggage, etc.)			
3) Total Local Travel Expense (Expenses from local participants: subway, parking, mileage, etc.)			
4) Total M&IE:			
5) Total Lodging:			
6) Other TDY Expenses (Hotel Tax, etc.)			
<b>Total Travel Expense (1-----6)</b>			
1) Speaker Fees			
2) Printing & Reproduction			
3) Audio Visual Services			
4) <i>Event Room Rental</i>			
5) <i>Facility Charges: ( (Detail)</i>			
6) Other Costs (Itemize)			

7) Light refreshments			
8) Registration fees			
<b>Total Non-Travel Expense(1-----8)</b>			
Non-Federal Contribution			
<b>Total Event Cost without Salary (Travel Expense + Non Travel Exp)- (Non-Federal Contribution)</b>			
Total Salary and Benefits			

Total Attendees: \_\_\_\_\_

Total USDA or ... Attendees: \_\_\_\_\_

Total Non-USDA Attendees: \_\_\_\_\_